

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



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Intelligence

**UNIT INTELLIGENCE
MISSION AND RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is HQ AFSPC/DOIX (Ms. Patsy J. Williams). This supplement implements and extends the guidance of Air Force Instruction (AFI) 14-105, ***Unit Intelligence Mission and Responsibilities***. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It establishes intelligence functions and responsibilities in support of operational missions at Headquarters Air Force Space Command (HQ AFSPC) units. This publication applies to AFSPC Direct Reporting Units (DRUs), Numbered Air Forces (NAFs), wings, groups and all subordinate units. It also applies to Air National Guard and Air Force Reserve Command units assigned to AFSPC-operational missions. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

This is a complete revision of AFSPCI14-101, ***Unit Functions and Responsibilities***.

1.1.1. (Added) Requests for waivers to this supplement will be forwarded to HQ AFSPC/DOIX, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4311, describing the specific requirement and explaining why a waiver is needed. If approved, a waiver stays in effect for the life of the publication unless HQ AFSPC/DOIX specifies a shorter period of time, rescinds it in writing, issues a change that alters the waiver or the requesting unit cancels their request.

1.1.2. (Added) Wings, groups and operational squadrons without full-time intelligence personnel will appoint, in writing, Additional Duty Intelligence Officers (ADIOs) to carry out the intelligence function.

1.1.3. (Added) Units with limited Air Force personnel, who have little or no capability to sustain or manage an ADIO program, will assign a Point of Contact to receive selected intelligence materials, as required, and to coordinate with parent Wing and NAF for additional intelligence support, as needed. This

low-key effort will be in place at space tracking sites, space operations squadrons with a collocated AFSPC Wing, and other units, as appropriate.

1.2.1. HQ AFSPC/DOIX, Readiness, is the initial point of contact as the central clearing-house for unit intelligence matters and is responsible for unit advocacy, liaison and guidance.

1.2.1.2. HQ AFSPC/DOIX performs Staff Assistance Visits (SAVs) to NAFs, as needed and requested, and to wings and subordinate units as needed in coordination with the appropriate NAF.

1.2.1.3.1. (Added) In support of intelligence contingency taskings, HQ AFSPC/DOI, Space Intelligence Division, will identify the tasked unit to HQ AFSPC/DPA, who will send official tasking notification to the servicing Military Personnel Facility (MPF). HQ AFSPC/DOI will notify respective chain-of-command of the requirements. Palace Tenure requirements are projected 12-18 months in advance and are allocated to MAJCOMs at an annual Air Force Personnel Center (AFPC) workshop. All requirements are tasked on a "fair share" basis representative of assigned personnel. (*Note:* Not applicable to the ANG and Air Force Reserve Command (AFRC) units.)

1.2.1.4. HQ AFSPC/DOIX will provide a Standard Intelligence Document List (SIDL). NAFs, wings, groups and units with full-time intelligence personnel or ADIOs will maintain, as a minimum, these selected intelligence reference publications and theater-specific documents. DRUs determine applicability. AFSPC SIDL will be posted on the HQ AFSPC/DOI web page (SIPRNET) and the references updated, as necessary, to ensure a living document.

1.2.1.5. HQ AFSPC/DOI staff may be available to augment NAF and Wing exercise manning requirements, as needed. TDY is unit-funded.

1.2.1.6. HQ AFSPC/DOIX uses the command-developed Intelligence Automation Master Plan as a planning and requirements document to support command intelligence systems architecture.

1.2.1.8. HQ AFSPC/DOIX is the command focal point for the Department of Defense Intelligence Production Program (DoDIPP) management for AFSPC. All intelligence Production Requirements (PRs) and Requests for Information (RFIs) will be registered through the Community On-Line Information System for End-Users and Managers (COLISEUM) and validated by the USSPACECOM Validating Office. An RFI is a generic request that becomes a PR when it cannot be satisfied by available intelligence and is assigned to a production center for new and original production.

1.2.1.9. HQ AFSPC/DOI, as the Senior Intelligence officer (SIO), is responsible for overall SCI security and ensures that quarterly periodic SCI security training and awareness is conducted for all SCI-indoctrinated individuals, to include the proper procedures for SCIF operations and the requirements and guidelines for protecting SCI information. See further responsibilities and guidance in DoD S 5105.21-M-1, *Sensitive Compartmented Information Administrative Security Manual*.

1.2.1.10. HQ AFSPC/DOIX is responsible for establishing command intelligence training policy, developing a command training plan, assisting units in obtaining and developing training which is required, but not locally available, validating training requirements and ensuring command intelligence personnel are familiar with training opportunities and deficiencies. Normally, units will be responsible for funding their own training once personnel have arrived on station.

1.2.1.10.1. (Added) HQ AFSPC/DOI will ensure appropriate ancillary training is provided to AFSPC intelligence professionals. This mentoring will include, but not be limited to, tours, visits, professional lectures and speakers, and staff rides.

1.2.1.13. HQ AFSPC/DOIA provides the threat from space and space systems for all Command Mission Needs Statements, Operational Requirements Documents, Analysis of Alternatives and Mission Area Plans (MAPs). They provide command representation and input to all System Threat Assessment Reports (STARs) and intelligence support to command leads for acquisition-related tasks. They serve on Profile Working Groups and Foreign Materiel Acquisition/Foreign Materiel Exploitation Working Groups for AFSPC-sponsored programs, as required.

1.2.1.14. HQ AFSPC/DOIX is responsible for developing Command Checklists that reflect IG inspection criteria and command requirements for intelligence offices, to include unit Additional Duty Intelligence Officers, to prepare for and conduct internal reviews. Specific requirements are outlined in Air Force Space Command Inspection Checklist 10-21 (AFSPCCL10-21), *Unit Intelligence Support*.

1.2.1.15. HQ AFSPC/DOI manages the Space Intelligence Reserve Office (SIRO), established per Secretary of Defense direction. The SIRO serves as the command's Reserve Support Team (RST), providing policy and guidance for the overall management of assigned AFSPC Individual Mobilization Augmentees (IMAs). SIRO is the focal point for all Intelligence Reserve IMA actions and receives all requests for IMA support from command and unit level.

1.2.1.17. (Added) HQ AFSPC/DOIX will review NAF operations plans for intelligence adequacy and compliance with established directives.

1.2.1.18. (Added) HQ AFSPC/DOIX manages the ADIO program that promotes intelligence applications for the total command force structure and ensures intelligence is an effective partner in unit operations.

1.2.1.18.1. Unit commander-appointed primary and alternate ADIOs will have a one-year minimum retainability in position, except for overseas sites, which will require a minimum of 6 months retainability. Letters of appointment will be sent up the chain of command to parent Wing, NAF, and HQ AFSPC/DOIX.

1.2.1.18.2. HQ AFSPC/DOIX manages a command ADIO Training and Certification Program and certifies wing-validated ADIO final training evaluation checklists. All ADIO Air Force personnel will be registered in the ADIO Training and Certification Program. The training commences on the ADIO appointment date. The methodology is addressed in the AFSPC ADIO Handbook which can be obtained from HQ AFSPC/DOIX. Intelligence POCs working with intelligence materials at the wing, group or unit levels may elect to enroll in the Training and Certification Program.

1.2.1.18.3. Wings, groups and units without full-time intelligence personnel are encouraged to formalize host-tenant support agreements or memorandums of agreement with collocated unit intelligence staffs to provide a supportive, integrated environment for unit ADIOs. This does not waive the requirement for an ADIO appointment and subsequent training and certification. Copies of agreement will be sent up the chain of command to the respective group, wing, NAF and HQ AFSPC/DOIX.

1.2.1.18.4. Host-tenant or tenant-tenant support agreements of AFSPC passive sites may further specify use of the intelligence resources of collocated units to provide intelligence support in place of unit-appointed ADIOs. In these cases, the site commander will notify HQ AFSPC/DOIX in writing that the unit uses collocated intelligence resources.

1.2.1.18.5. HQ AFSPC/DOIX manages the ADIO of the Year Award Program. This award is given annually to recognize the dedicated efforts and outstanding performance and accomplishments of the ADIOs

who contribute to the intelligence mission at AFSPC operational sites. Specific details are provided in AFSPCI36-2810, *Air Force Space Command Space and Missile Operations Awards*.

1.2.1.18.6. Intelligence functions manned by additional duty intelligence personnel are encouraged to use IN, DOI or OSKEI identifiers to standardize office symbols. These symbols serve as functional identifiers to facilitate intelligence information flow. They are not intended to identify or dictate organizational structure.

1.2.1.19. (Added) HQ AFSPC/DOIX Command Dissemination Manager (CDM) assigns Defense Intelligence Agency (DIA) dissemination accounts to DRUs, NAFs, wings, groups and units with full-time intelligence personnel or ADIOs and to organizations with POCs, as required. The NORAD/USSPACECOM "G" designator accounts ensure AFSPC unit dissemination requirements are registered for receipt of national-level intelligence products. These accounts incorporate unit Statements of Intelligence Interest (SIIs).

1.2.1.19.1. The CDM validates intelligence dissemination requirements through the unit SIIs, resident on the DIA Joint Dissemination System (JDS), and serves as an intelligence information broker for national-level resource materials. JDS provides the CDM and national-level producers metric-type data reports on customer's capabilities and requirements.

1.2.1.19.2. The CDM authorizes release of intelligence information, as requested, to US command contractors supporting HQ AFSPC activities, to include contractors located outside command facilities supporting AFSPC missions or Federally Funded Research and Development contractors. Command contractors must have a current contract information letter on file in HQ AFSPC/DOIX. See further guidance in AFI14-303_AFSPCSUP1, *Release of Intelligence to US Contractors*.

1.2.1.20. (Added) HQ AFSPC/DOIX will implement and administer the Command Intelligence Oversight program for HQ AFSPC, NAF, wing, and unit intelligence personnel. Specific guidance is provided in AFI14-104_AFSPCSUP1, *Conduct of Intelligence Activities*.

1.2.2.7.2. The wing/group Operations Support Squadron/Flight will monitor subordinate/geographically separated units (GSUs) operational unit intelligence activities. They will ensure GSUs are informed of significant geopolitical and military intelligence events that could affect execution of mission taskings.

1.2.2.9. Prepare the Intelligence annex for wing and group support plans to execute operations and contingency employment options; coordinate annexes with parent NAF. Establish wing or group information requirements (Essential Elements of Information or Priority Intelligence Requirements) in support of the unit mission as identified in tasked war plans.

1.2.2.11. The Intelligence Flight Senior Intelligence Officer (SIO) is responsible for the overall management of all phases of the wing or group Intelligence Staff Training. See AFSPCI14-0102, *Command Intelligence Personnel Training Program (CIPTP)*. See paragraphs 2.1 through 2.4 for further guidance.

1.2.2.14. Wings and Groups will schedule periodic SAVs to their subordinate units.

1.2.2.16. Submit Requests for RFIs and PRs through the parent NAF. Intelligence personnel will use the DoD Community-approved PR format for intelligence information requests and will provide specific justification for the requested information. See paragraph 1.2.5.5. for intermediate unit intelligence RFI and PR responsibilities.

1.2.2.16.1. Units will order DoD-0000-151C-99, *Department of Defense Intelligence Production Program: Requirements Management*, which provides generic production procedure policies, establishes procedures for the preparation of PRs, the validation of PRs, and production center responses, etc. Order this document through normal intelligence dissemination channels or search for product on INTELINK databases. See paragraph 2.8.1.2.

1.2.2.17.1. (Added) Address requests for intelligence products not available locally through the authorized validation chain of command, unit to wing or group to NAF to CDM. See paragraph 2.8.1.2.

1.2.2.19. Ensure the self-inspection program closely examines intelligence operations within all intelligence work areas. Conduct self-inspections on an annual basis. Unit-tailored checklists and AFSPCCL10-21 will be used to conduct self-inspections. Add or modify the Command Checklist criteria to ensure an effective and thorough review of the unit intelligence support program.

1.2.2.22. (Added) Identify and track for currency the commander-appointed primary officer and alternate officer or noncommissioned officer carrying out the intelligence function at sites without full-time intelligence personnel resources. Report names of appointed ADIO personnel to parent NAF and HQ AFSPC/DOIX.

1.2.2.23. (Added) Administer the HQ AFSPC ADIO Training and Certification Program by providing training materials to newly appointed unit-level ADIOs. Track certification of ADIOs and perform final evaluation, as required. A unit DOT representative, a departing ADIO, or an alternate ADIO, if already certified, can also do ADIO final evaluations. Wing will provide certification recommendations to HQ AFSPC/DOIX with information copy to parent NAF.

1.2.3. Operational Squadron-level units with dedicated intelligence personnel will conduct intelligence activities, as required. Generally, functions and responsibilities are similar to the Operations Support Squadron/Flight.

1.2.3.3. (Added) Units will develop and implement an internal intelligence training program. Refer to HQ AFSPC/DOIX Command Intelligence Personnel Training Program (CIPTP) Instruction, which establishes requirements for unit-developed specific core competencies and for documenting local unit training programs.

1.2.4. (Added) Operational Squadron-level units without dedicated intelligence personnel will appoint ADIOs to perform the squadron intelligence activities.

1.2.4.1. ADIOs will enroll in the HQ AFSPC/DOIX ADIO Training and Certification Program. Work with parent wing or group for administrative support.

1.2.4.2. ADIOs will use local area intelligence resources, where available, to supplement the unit intelligence program.

1.2.4.3. ADIOs will coordinate intelligence dissemination requirements and intelligence Geospatial Information and Services (GI&S) requirements with parent wing or group.

1.2.5. (Added) Intermediate Unit Intelligence Responsibilities (where applicable). The Space Warfare Center (SWC) is a DRU to HQ AFSPC. The 14 AF is dual-hatted as AFSPACE, the Air Force functional/war-fighting component of USSPACECOM and the space NAF. The 20 AF, the missile NAF, reports operationally to USSTRATCOM. NAF skip-echelon direct intelligence support is authorized during crisis, contingency, exercise, and war. See paragraph 1.2.5.5. HQ AFSPC/DOI stays in the information loop as the train, organize and equip component. The SWC/NAF will, as appropriate:

1.2.5.1. Provide the core intelligence staff, planning and support for Air Force Forces (AFFOR) operations. Apply the principles of Intelligence Preparation of the Battlespace (IPB) to facilitate planning.

1.2.5.1.1. The NAF Senior Intelligence Officer (SIO) is responsible for providing situational awareness and all intelligence support to the NAF commander. The SIO should have the ability to directly task the Space Operations Center (SOC) or Missile Operations Center (MOC) intelligence personnel for required intelligence.

1.2.5.1.2. The Senior Intelligence Officer (SIO), when designated as the AFOR A-2, is responsible for providing situational awareness and all intelligence support to the component commander. The AFS-SPACE/A2 should be able to task, through the ISR Specialty Team Leader (ISRSTL), 614 SOPS or 9 SOPS intelligence personnel for direct support during crisis situations.

1.2.5.2. Ensure analytical, collection management, and targeting support are keyed to unit tasking.

1.2.5.3. Review OPLANs/CONPLANs and prepare the Intelligence annex to supporting plans to execute operations and contingency employment options; establish information requirements (Essential Elements of Information or Priority Intelligence Requirements) in support of unit mission as identified in tasked war plans.

1.2.5.4. Manage intelligence dissemination requirements, intelligence documents and reference materials and intelligence library. Ensure Statement of Intelligence Interest (SII) (unit mission and Intelligence Functional Code requirements) is current in the DIA Joint Dissemination System (JDS) database, resident on INTELINK (high and low). SWC and NAFs may access JDS, as available, to review and update SII requirements. HQ AFSPC/DOIX CDM will validate. All subordinate wing/group and unit SIIs are available on JDS for NAFs to review, as required.

1.2.5.5. The NAF is the initial point of contact for PR submissions and other information for unit and force level intelligence requirements. Process NAF, wing and unit PRs through COLISEUM. NAFs have first right of refusal and may contact HQ AFSPC/DOIX for assistance, as required. Normally, AFSPACE/A2, through the SOC, will submit operationally hot PRs and RFIs directly to NORAD/USSPACECOM Combined Intelligence Center (CIC) Validation Office. Under Task Force - 214 (missiles), 20 AF will submit operationally hot PRs and RFIs directly to USSTRATCOM Joint Intelligence Center (STRATJIC) Intelligence Task Force. PRs/RFIs that require a suspense of less than 96 hours from time of initial request to request satisfaction should be communicated through the most expedient method and then documented in COLISEUM. HQ AFSPC/DOIX will process less time-sensitive PRs.

1.2.5.5.1. DRUs will submit PRs directly to HQ AFSPC/DOIX for processing.

1.2.5.6. Ensure NAF personnel are familiar with wing and subordinate unit support requirements. Assist units in identifying, validating and processing realistic requirements.

1.2.5.6.1. Conduct SAVs to provide an overall objective look.

1.2.5.7. Advocate wing and unit intelligence systems requirements to HQ AFSPC/DOIX for assistance in procurement of sufficient systems to meet mission requirements.

1.2.5.8. Assist with subordinate unit operational exercises. Ensure operations procedures, message traffic requirements, and threat advisory support requests are coordinated prior to exercise.

1.2.5.9. Administer the HQ AFSPC ADIO Training and Certification Program by providing training materials to newly appointed wing-level ADIOs. HQ AFSPC/DOIX and wing-level full-time intelligence personnel with collocated assigned ADIOs will also assist in providing the ADIO training program mate-

rials and evaluations, as required. Parent NAF or wing will provide wing-level ADIO certification recommendations to HQ AFSPC/DOIX.

2.1. External training in support of contingency, crisis and wartime taskings is required at NAFs, wings, groups, and operational squadrons with full-time intelligence resources. Intelligence staffs will develop a training initiative for collocated space and missile crews and those crews that are deployed in support of mission taskings. Training should include crew information requirements, as determined, and, as a minimum, situational awareness, threat briefings, supporting intelligence data, and available intelligence resources. Wing and operational site ADIOs, who are normally staff personnel or members of space and missile crews, will be responsible for intelligence familiarization to site operational crews.

2.2. (Added) Internal training is required for all DRU, NAF, wing, and unit personnel, including assigned or attached IMAs, with intelligence AFSCs. Ensure training is accomplished using the HQ AFSPC Command Intelligence Personnel Training Program (CIPTP) instruction. In addition to conducting and supervising the AFSC skill-level (enlisted) upgrade training program, units will develop a duty position qualification and certification program for all assigned intelligence and intelligence support personnel. Design the program to ensure personnel are assigned and certified on specific tasks and duties. The training program will consist of Initial Qualification Training (IQT), Mission Qualification Training (MQT), and Continuation Training (CT).

2.4.2. (Added) AFSPC DRUs, NAFs, Wings, and subordinate units will consolidate training requirements for all assigned intelligence personnel. Wings will submit unit and wing training requirements to parent NAF. NAFs will provide an annual consolidated NAF, wing and subordinate unit Formal Training Requirements Package to the AFSPC command training manager, HQ AFSPC/DOIX. DRUs will submit directly to HQ AFSPC/DOIX. Failure to provide the required information prevents the command from programming and budgeting required resources. Non-applicable to the ANG. ANG units will submit training requirements through ANG channels. AFRC units will submit training requirements through reserve channels.

2.4.2.1. (Added) Submit training requests as soon as the requirement has been identified. All units will use AF Form 3933, **MAJCOM Mission Training Request**, to request specific training slots. Unit personnel may work directly with the command training manager for specific course training.

2.5. (Added) Within 30 days of arrival at station, all full-time intelligence and assigned reserve personnel will read, sign and send a copy of the Intelligence Oversight Program training document to the HQ AFSPC Intelligence Oversight Monitor, HQ AFSPC/DOIX, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4311. The training document can be found as an attachment to AFI14-104_AFSPCSUP1. All reserve component personnel will comply with this requirement within 6 months of assignment to a unit.

2.5.1. (Added) Unit personnel performing the intelligence function as an additional duty will read the training document for intelligence oversight familiarity and awareness. Refresher training will be accomplished through the bi-monthly Unit Support newsletter.

2.8.1.1. The wing/group Intelligence Reference Materials Manager will address the availability of documents via electronic dissemination and whether or not electronic availability precludes ordering hard copies or CD-ROMs.

2.8.1.2. SIOs and their intelligence staffs will "push and pull" products from electronic media, when available, for geographically separated units (GSUs) without systems connectivity. The SIDL is not all-inclusive, so units will need to identify and maintain additional reference materials, as appropriate, to support the mission. Units with DIA Joint Dissemination System (JDS) capability on either INTELINK

or INTELINK-S will order intelligence publications from national-level producers by using the Request Processing System (RPS) resident on JDS. Those without capability will work with their Wing Intelligence Flight office.

2.8.1.3. Wing personnel may access the JDS database, resident on INTELINK and INTELINK-S, to update SII requirements for the wing/group and/or subordinate units. The AFSPC CDM will review and validate through the JDS system. There is no AFSPC requirement to submit hard-copy SIIs formally through the command validation chain. The JDS is the formal validation tool.

2.8.2.2. Operational squadrons with full-time intelligence staffs may access JDS to update SIIs. Units with ADIOs will work with parent wing who will advocate, define and coordinate the unit intelligence dissemination requirements.

2.8.2.4. (Added) ADIOs at operational squadrons without full-time resources will hotlink/bookmark required SIDL document URLs, as available, and check quarterly to ensure accuracy of URLs. If a unit can access a required document through the use of INTELINK/INTELINK-S, there is no AFSPC requirement to maintain a hard copy. ADIOs will pass bookmarks to incoming ADIOs.

2.9.2. HQ AFSPC/XPIF (MAJCOM Foreign Disclosure Office) and HQ AFSPC/DOIX, in coordination with XPIF, provide guidance to units on foreign disclosure issues. AFSPC operational squadrons with foreign nationals fully integrated into the operational crews will use HQ AFSPC/XPIF Delegation of Disclosure Authority Letters (DDLs) to determine disclosure of military information. Normally, DDLs are delegated to site commanders for their sole use in determining US military information disclosure. The commander cannot further delegate this disclosure approval authority, which is effective only at the site for which he or she commands, without the approval of HQ AFSPC/XPIF.

WILLIAM R. LOONEY III, Maj Gen, USAF
Director of Operations